

South Devon Steiner School

Steiner School Certificate Level 2

Student Handbook

2017-18

Foreword

Welcome to the Steiner School Certificate Level 2 Course for 2017-2018

I would like to welcome you to your year's study for the Steiner School Certificate Level 2.

South Devon Steiner School staff will do all that is possible to ensure that you achieve your goals and have a positive experience and successful outcome for your year's study.

This handbook contains the qualification requirements, assessment regulations and information about your programme of study towards this qualification. You should refer to it during your course of studies.

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Steiner School Certificate Coordinator

South Devon Steiner School

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1.0 Overview of the Steiner School Certificate Level 2

1.1 Programme Completion Requirements

A student will qualify for the award of the Steiner School Certificate (SSC) Level 2 upon completion of the following programme requirement within 12 months of the date of enrolment:

- Achievement of 50 SSC points against the specified Learning Outcomes
- Fulfilment of all financial obligations to South Devon Steiner School
- Successful meeting of Special Character requirements (refer Section 2.6)

1.2 Entry Requirements

All students wishing to enter for the Steiner School Certificate must be in their 16th year and must

- agree to abide by the regulations
- be enrolled in the school on or before September in the year, for which the certificate applies and
- pay the annual Certificate fee.

1.3 The Steiner School Certificate Coordinator

The Steiner School Certificate Coordinator has responsibility for administering, overseeing and reporting results for the qualification on behalf of the South Devon Steiner School. The Coordinator receives applications for extra-ordinary requests regarding the qualification from students. The Coordinator, School Management Team and Board of Trustees make final decisions regarding the Certificate.

1.4 Exchange Students

South Devon Steiner School students going overseas on exchange will not be offered the SSC in that year. They will still receive a school-based Record of Achievement for all Learning Outcomes achieved while still at school.

2.0 Course Structure

2.1 Learning Outcomes

The qualification is expressed in terms of groups of Learning Outcomes. Each Learning Outcome describes what it is that you should be capable of, and the assessment criteria tell you what evidence you will have presented or demonstrated that will allow an assessor or teacher to award you the Learning Outcome.

2.2 Units of Learning

Each timetable subject is divided into a number of Units of Learning. One Main Lesson, or a topic covered in a Practice Lesson is a typical Unit of Learning. The length of the Unit of Learning depends on the teaching, learning and practice required for you to reach the required level and be deemed ready to be assessed against the associated Learning Outcome.

2.3 Steiner School Certificate/Certificate of Steiner Education (SSC/CSE) Points

Each Learning Outcome has a SSC/CSE points value assigned to it. The points value reflects a combination of relative aspects such as workload, teaching and self-study time, timetabled hours, and the wholeness of the qualification. You need a minimum of 50 of these SSC points to achieve the SSC Level 2. Your courses will offer you more than this minimum number of points.

2.4 Results

Whereas points value recognises the amount of work in a unit, the following grades are used to acknowledge the quality of the work. The grades are:

E	Achieved with Excellence
M	Achieved with Merit
A	Achieved
NA	Not Achieved
NR	No Result (for example, Withdrawn, Did Not Complete)

The assessment activity instructions will advise you what you need to do to achieve an A, M or E for each Learning Outcome.

2.5 Endorsement Awards

The Certificate is attained once 50 points assessed against the minimum required Learning Outcomes have been achieved.

The Certificate is endorsed as **Highly Commended** when the student has gained 30 or more points at Merit or Excellence

The Certificate is endorsed as **With Distinction** when the student has gained 30 or more points at Excellence

2.6 Special Character Participation

Not all activities and learning are assessed as part of the SSC at South Devon Steiner School. Taking part in the social/cultural life of the school (eg, festivals, camps, field trips, outdoor activities, open days, concerts, play performances) is a normal expectation of a senior student in a Steiner/Waldorf school. Upper School staff will complete a checklist for each student as evidence that they have met, and continue to meet, their contractual obligations as a member of the school community. Reasons for non-participation or non-attendance are documented as valid or invalid, and contribute to discretionary aspects of the Steiner School Certificate such as aegrotat and extension applications.

Special Character Participation Expectations for Class 11

Festivals, performances

Camps, field trips, work experience

Satisfactory completion of all course work

Full attendance (excluding illness with medical certificate or documented school approved absences),

Respectful behaviour within school activities - on or off site.

3.0 Assessment Regulations

3.1 Assessment

Assessment is the way that we determine whether you have met the Learning Outcomes of the Certificate or not. Assessment usually occurs through:

- demonstration or performance of skills,
- oral presentations, reports or seminars,
- written assignments, essays or reports,
- controlled, one-off, tests or examinations.

Informal assessment does not count towards a final result. It is designed to help you with your knowledge and understanding of the course material, and to provide feedback opportunities for you and your teacher.

Formal assessment counts towards a final result and is designed to test knowledge, skills and understanding of course content.

3.2 Moderation

For the Steiner School Certificate Level 2, all assessment activities are moderated (checked that they are fair, valid and consistent) internally by the school, both before they are given to students and after they are marked.

Assessment requirements vary from course to course. You should study **assessment instructions** very carefully, and ask the teacher if there are aspects you don't understand.

It is important that you are aware of **assessment deadlines**. You are advised to add the due dates of assessments and any examinations/tests to a list of important dates in your diary.

3.3 Authenticity/academic honesty/plagiarism

- Where the student has worked on assessment material in their own time and/or in wholly or partly unsupervised conditions, the student undertakes that the work submitted is their own, and that where they have used words, ideas, images, etc from other people, they are required to acknowledge these.

3.4 Extension of Assessment Deadlines (excluding one-off tests/exams/quizzes)

- Students must demonstrate that every effort has been made to submit work by any specified deadlines.
- If a student is absent on the day an assignment is due, alternative arrangements need to be made by the student to ensure the work is handed in on time, eg work sent in with another student, parent delivering it to the Office.
- However we realise that because of illness or other sustained interruption to study, students will sometimes be unable to meet a deadline. If the absence is not caused by illness or injury, it must be a school approved absence to receive consideration for extension; family holidays or excursions in term time are not approved absences.
- As soon as this becomes apparent and **before the due date has passed**, students must formally apply for an extension to a deadline on the *Application for Extension of Assessment Deadline* form (the form is at the back of this handbook or ask the SSC Coordinator).
- The South Devon Steiner School Coordinator approves or declines the application – not the individual teacher.
- Assessment items received by the school after any time extension granted, may be returned corrected or commented on, but will not be awarded any grade.

3.5 Keeping a Copy of Your Work

- It is the responsibility of students to keep a copy of any work sent for marking.
- The school will keep all original marked work for one year after the assessment takes place.

3.6 Controlled assessments – Examinations, Tests, Performances

- Absence from one-off scheduled tests or exams or a set performance date will incur a *Not Achieved* result for that assessment, unless a medical certificate or other formal permission has been approved through the SSC Coordinator. The student must apply for an alternative assessment using the *Application for Extension of Assessment Deadline* form (found at the back of this handbook) and give this to their subject teacher who will pass it onto the SSC Coordinator for approval.
- If an authentic alternative test or exam or performance occasion can be offered, and permission is granted by the SSC Coordinator, the student may sit the test/performance/exam.
- Authentic means that the student has not received any assistance from students who have already sat the test/exam; the test/exams and results have not been returned to other students; and/or another version of the test/exam is to be used.

3.7 Assessment Not Achieved

- Where a student has narrowly not achieved in an assessment activity for a Learning Outcome, one re-sit opportunity may be given, if it is practicable, in the opinion of the teacher and SSC Coordinator, to do so.
- Re-sits are not available to improve results above Achieved.
- Re-sits are permitted and scheduled only when fair and authentic assessment conditions allow them.

- If a student does not take up the one re-sit or re-submission opportunity offered, or fails the re-sit, then the original *Not Achieved* result stands for that year.

3.8 Special Assessment Conditions

- Where a student wishes to access special assessment conditions due to impairment, illness, injury or learning disability, the school must be supplied with a current medical certificate or other appropriate document that establishes the nature of the significant barrier that may impact on the applicant's ability to complete assessments without the special assessment conditions applied for.
- Application for consideration of special assessment conditions must be made to the SSC Coordinator within the first two weeks of the start of a programme or Unit of Learning, unless due to a subsequent event (eg accident). Approval is at the discretion of the SSC Coordinator.
- Special assessment conditions which may be approved are:
 - Time Allowance: extra time may be granted for assessment events and, under exceptional circumstances, assignment deadlines
 - Modifications to Assessment Requirements: Written assessment instructions may be approved for modification, such as enlarging the font size, provision for oral responses, etc.
 - Use of Equipment or Resources: Use of computers, dictionaries, or other aids may be permitted for students who have difficulty with reading or writing, if this is the usual method of communication. Approval will not be granted if the request is made on the grounds that a student has untidy writing.
 - Examination or Test Assistant: assistance by a Reader, Writer or a Reader/Writer may be provided. Extra time and a separate examination room may also be given to accommodate the reading/writing assistance.

3.9 Aegrotat

- An aegrotat result may be granted if the student
 - has been prevented from attending an assessment occasion due to illness, injury, trauma or personal bereavement
 - believes their performance in an assessment has been seriously impaired for one of the above reasons
- The aegrotat process is not available for students who have previously been unsuccessful in an assessment and/or have applied for an assessment re-sit.
- Application must be made in person, not later than ten working days after the assessment event was held, to the SSC Coordinator who may require documentary evidence. Consideration will be given to the applicant's
 - satisfactory class work and attendance
 - previous re-sit history (only one re-sit per assessment will be available)
 - achievement history in other assessments in the course
 - likelihood of successful achievement through self-study only
- Final approval of an aegrotat result is made by the Steiner School Certificate Coordinator.

3.10 Assessment Misconduct

- Dishonest or improper practice in formal assessments includes:
 - Copying from another student
 - Plagiarising a piece of work without acknowledging the source.
 - Cheating in controlled formal assessments (tests, quizzes, examinations)
 - Extensive inappropriate collaboration on assignments.

South Devon Steiner School has procedures for dealing with possible dishonest or improper practice in formal assessments by students, which also protects student

rights.

Where dishonest or improper practice is suspected, it is referred to the SSC Coordinator who will investigate the claim and talk to all affected parties. If dishonest or improper practice is proven, the student will be graded *Not Achieved* and no resit opportunity will be available. Instances of gross dishonesty or improper practice will also be referred on to School Management for further consequences.

3.11 Appeals

- If you feel you have not been treated fairly in an assessment, or you dispute the result, you can appeal the assessment decision on the form *Request for Review of an Assessment Task* (included in this handbook, or forms from the SSC Coordinator) within 3 days of receiving your grade.
- Before you do so, it is a good idea to discuss your concern with the teacher/ marker first. If there is no resolution then use the above form and give this to the SSC Coordinator.
- If you are still unhappy with the assessment decision, you can apply to the Federation of Rudolf Steiner Waldorf Schools in New Zealand Qualifications Committee to have your assessment result reviewed.

3.12 Recording and Reporting

- Feedback on progress and results will generally be offered to students during the course of the classroom contact time when the grades for a particular block are given out to a class. Students may also approach individual teachers for feedback on a casual basis but actual appeals regarding assessment results must follow the set procedure.
- A student's unconfirmed Record of Achievement is updated by the school as results come to hand and posted to students and parents termly.
- The final confirmed Record of Achievement will be distributed to students by late July, accompanied by the hard copy of the Steiner School Certificate, if attained.

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4.0 Application Forms

Request for Review of an Assessment Decision

(Give this completed form to the Steiner School Certificate Co-ordinator no later than 3 working days after receipt of your result)

Student's name	
Today's date	
Date (or deadline) of Assessment	
Subject Name and Learning Outcome	
Type of Assessment Task to be reviewed:	Examination or formal test Oral presentation Assignment Essay or report Performance Portfolio Other (specify)
Why I feel this result should be reviewed	
Student signature	
<u>Office Use only:</u>	
Reviewer's decision	
Reviewer's comments	
Reviewer's signature	

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Application for Extension of Assessment Deadline

(Give this completed form to the SSC Coordinator)

Student's name	
Today's date	
Date of Assessment deadline	
Subject name and Learning Outcome	
Name of Assessment Task	
Why do you need this extension and how many days' extension are you asking for?	
Student signature	
<u>Office Use only:</u>	
Extension deadline approved	<ul style="list-style-type: none">• Yes – the new deadline/assessment arrangement is: • No
Reasons for declining	
SSC Coordinator's signature	

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Copies of this form to student, teacher and file.

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Assignment Cover Sheet

This document is to be signed and attached to all assessment work which has been done under unsupervised conditions

Student name:	Subject name:
Assessment task (essay, assignment title, learning outcome, etc):	

I declare that:

- This is an original assignment and is entirely my own work.
- I have read the Steiner School Certificate *Regulations on Assessment Misconduct* and understand what plagiarism is.
- I am aware of the penalties for plagiarism as laid down by South Devon Steiner School
- Where I have made use of the ideas and/or words of other writers, I have acknowledged the source in every instance.
- Where I have used any diagrams or visuals I have acknowledged the source in every instance.

STUDENT SIGNATURE

For Office Use:

Time and Date received:	Grade/Mark
Comments	
Teacher/Assessor signature:	

(Optional ----- (tear off))

Acknowledgement of receipt of submission for _____ (name of student and subject).

Time and Date received:

Signed:

Application for Special Assessment Conditions

Supporting Independent Evidence Checklist

(This report must be submitted to the Qualifications Committee for approval)

Student Name:

Evidence that student needs special assessment conditions (describe source –eg school specialist assessment, doctor certificate, health specialist report) *(Source documents to be kept by the AP, but do not need to accompany this application)*

Date of latest evidence

Evidence is related to a medical condition (describe)

This report recommends the following assistance is given (tick):

- Extra time
- Reader/writer
- Reader
- Other (specify)
- Writer

Specify the assessment activities and the subjects or Learning Outcomes for which assistance should be given (eg all exams and tests; assignment deadlines, performance activities):

-
-

Office Use

Application approved / declined. Signed..... Date.....

Comments: